

**WEEHAWKEN  
BOARD OF EDUCATION**

**Auditor's Management Report on  
Administrative Findings –  
Financial, Compliance and Performance**

**For the Fiscal Year Ended June 30, 2015**

# **WEEHAWKEN BOARD OF EDUCATION**

## **Auditor's Management Report on Administrative Findings - Financial, Compliance and Performance**

**For the Fiscal Year Ended  
June 30, 2015**

**AUDITORS MANAGEMENT REPORT ON ADMINISTRATIVE FINDINGS  
FINANCIAL, COMPLIANCE AND PERFORMANCE  
For the Fiscal Year Ended June 30, 2015**

**Table of Contents**

Report of Independent Auditors	1
Scope of Audit	2
Administrative Practices and Procedures	
Insurance	2
Officials Bonds	2
Tuition Charges	2
Financial Planning, Accounting and Reporting	
Examination of Claims	2
Payroll Account	2-3
Reserve for Encumbrances and Accounts Payable	3
Travel	3
Classification of Expenditures	
- General Classifications	3
- Administrative Classifications	3
Board Secretary's Records	4
Treasurer's Records	4
Pupil Transportation	4
Elementary and Secondary Education Act/Improving America's Schools Act as reauthorized by the No Child Left Behind Act of 2001	4
Other Special Federal and/or State Projects	4
T.P.A.F. Reimbursement	5
School Purchasing Program	
Contracts and Agreements Requiring Advertisement for Bids	5
School Food Service	5-6
Student Body Activities	7
Application for State School Aid	7
Facilities and Capital Assets	7
Miscellaneous	N/A
Follow-up on Prior Year Findings	7
Acknowledgment	8
Schedule of Meal Count Activity	9-10
Net Cash Resource Schedule	11
Schedule of Audited Enrollments	12-14
Excess Surplus Calculation	15

## Report of Independent Auditors

Honorable President and  
Members of the Board of Education  
Weehawken School District  
County of Hudson, New Jersey

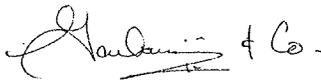
We have audited, in accordance with generally accepted audit standards and Government Auditing Standards issued by the Comptroller General of the United States, the basic financial statements of the Board of Education of the Weehawken School District in the County of Hudson for the year ended June 30, 2015, and have issued our report thereon dated December 16, 2015.

As part of our audit, we performed procedures required by the New Jersey Department of Education, and the findings and results thereof are disclosed on the following pages, as listed in the accompanying table of contents.

This report is intended for the information of the Weehawken Board of Education's management and the New Jersey Department of Education. However, this report is a matter of public record and its distribution is not limited.



Paul W. Garbarini, CPA  
Registered Municipal Accountant  
No. 534  
Licensed Public School Accountant  
No. 2415



Garbarini & Co. P.C. CPAs

Carlstadt, New Jersey  
December 16, 2015

## **Administrative Findings – Financial, Compliance and Performance**

### **Scope of Audit**

The audit covered the financial transactions of the Board Secretary/School Business Administrator and the Treasurer of School Moneys, the activities of the Board of Education, and the records of the various funds under the auspices of the Board of Education.

### **Administrative Practices and Procedures**

#### **Insurance**

Fire insurance coverage was carried in the amounts as detailed on Exhibit J-20, Insurance Schedule contained in the district's CAFR.

#### **Officials Bonds (N.J.S.A. 18A:17-26, 18A:17-32, 18A:13-13)**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Amount</u></b>
Hwey-Hwey Guo	Board Secretary / Business Administrator	\$ 250,000
Lisa Toscano	Treasurer	250,000

There is a Public Employee's Faithful Performance Blanket Position Bond with the North Jersey Insurance Service Fund covering all other employees with multiple coverage of \$ 250,000.

#### **Tuition Charges**

A comparison of tentative tuition charges and actual certified tuition charges was made. The actual costs were less than estimated cost. The Board made a proper adjustment to the billings to sending districts for the decrease in per pupil costs in accordance with N.J.A.C. 6A:23-3.1(f) 3.

### **Financial Planning, Accounting and Reporting**

#### **Examination of Claims**

An examination of claims paid during the period under review did not indicate any discrepancies with respect to signatures, certification or supporting documentation.

#### **Payroll Account**

The net salaries of all employees of the Board were deposited in the Payroll Account. Employees' payroll deductions and employer's share of fringe benefits were deposited in the Payroll Agency Account.

All payrolls were approved by the Superintendent and were certified by the President of the Board and the Board Secretary/School Business Administrator.

Salary withholdings were always promptly remitted to the proper agencies, including health benefits premium amounts withheld due to general fund. Salaries were verified to the contracts and salary guide on a test basis and appear to be in agreement. No findings were noted.

## Administrative Findings – Financial, Compliance and Performance

### Financial Planning, Accounting and Reporting

#### Payroll Account (Continued)

Payrolls were delivered to the treasurer of school moneys with warrant made to his order for the full amount of each payroll.

#### **Finding 2015-001:**

Several employees appear to be eligible for enrollment into the Defined Contribution Retirement Plan (DCRP) and were not enrolled.

#### **Recommendation:**

Employees eligible for enrollment in DCRP should be enrolled as soon as possible.

#### Reserve for Encumbrances and Accounts Payable

A review of outstanding issued purchase orders was performed as of June 30 for proper classification of orders as reserve for encumbrances and accounts payable. No findings were noted.

#### Travel

A review of the approved board travel policy was made to ensure compliance with N.J.A.C. 6A:23A-6.13 and N.J.S.A. 18A:11-12.

An examination of travel reimbursements was made to ensure proper authorization was given and to ensure that travel expenses were under the maximum travel reimbursement rate. No findings were noted.

#### Classification of Expenditures

The coding of expenditures was tested for proper classification in accordance with N.J.A.C. 6A: 23-16.2(f) as part of our test of transactions of randomly selected expenditure items. We also reviewed the coding of all expenditures included in our compliance and single audit testing procedures. In addition to randomly selecting a test sample, our sample selection specifically targeted administrative coding classifications to determine overall reliability and compliance with N.J.A.C. 6A: 23A-8.3. As a result of the procedures performed, no major overall transaction error rates were noted and no additional procedures were deemed necessary to test the propriety of expenditure classification.

- A. General Classification Findings - No findings were noted.*
- B. Administrative Classification Findings - No findings were noted.*

## **Administrative Findings – Financial, Compliance and Performance**

### **Board Secretary's Records**

A review of the financial and accounting records maintained by the board secretary indicated no findings required to be reported herein.

### **Treasurer's Records**

A review of the financial and accounting records maintained by the treasurer indicated no findings required to be reported herein.

### **Pupil Transportation**

Our report procedures included a test of on roll status reported in the 2014-15 District Report of Transported Resident Students (DRTRS). The information that was included on the DRTRS was verified to the DRTRS Eligibility Summary Report without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

Our procedures also included a review of transportation related contracts and purchases. Based on our review, the district complied with proper bidding procedures and award of contracts. The bid specifications for the purchase of buses were in compliance with applicable statutes. No exceptions were noted in our review of transportation related purchases of goods and services.

### **Elementary and Secondary Education Act (E.S.E.A.)/Improving America's Schools Act (IASA) as reauthorized by the No Child Left Behind Act of 2001**

The E.S.E.A./NCLB financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to projects under Title I and VI of the Elementary and Secondary Education Acts as amended and reauthorized.

### **Other Special Federal and/or State Projects**

The district's Special Projects were approved as listed on Schedule A and Schedule B located in the CAFR.

Our audit of the Federal and State funds on a test basis, indicated that obligations and expenditures were incurred during the fiscal year or project period for which the project was approved.

The financial exhibits are contained within the Special Revenue Section of the CAFR. This section of the CAFR documents the financial position pertaining to the aforementioned special projects.

## **Administrative Findings – Financial, Compliance and Performance**

### **T.P.A.F. Reimbursement**

Our audit procedure included a test of the biweekly reimbursements filed with the Department of Education for district employees who are members of the Teachers Pension and Annuity Fund. No exceptions were noted.

The reimbursement to the State for the amount of the expenditure charged to the current year's Final Reports for all federal awards for school districts to reimburse the State for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was made subsequent to the end of the 60 day grant liquidation period, but prior to the 90 days required by N.J.S.A. 18A:66-90. Accordingly, the expenditure was made in accordance with State law (90 days), however the expenditures was reported in the districts records as an accounts payable and expended and included in the current year's Final Reports for all federal awards.

### **School Purchasing Programs**

#### **Contracts and Agreements Requiring Advertisement for Bids**

Effective July 1, 2010 and thereafter the bid thresholds in accordance with N.J.S.A. 18A:18A-2 and 18A:18A-3(a) are \$36,000 (with Qualified Purchasing Agent) and \$26,000 (without a Qualified Purchasing Agent), respectively. The law regulating bidding for public school student transportation contracts under N.J.S.A. 18A:39-3 is currently \$17,200.

The district board of education has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the contract year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

The result of our examination indicated that there was no individual payments, contracts, or agreements made for the performance of any work of goods or services, in excess of the statutory thresholds where there had been no advertising for bids in accordance with the provisions of N.J.S.A. 18A:18A-4, amended.

Resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 18A:18A-5.

### **School Food Service**

The financial transactions and statistical records of the school food services were reviewed and it is maintained in satisfactory condition. The financial accounts, meal count records and eligibility applications were reviewed on a test-check basis.

Cash receipts and bank records were reviewed for timely deposit.

The district utilizes a food service management company (FSMC) and is depositing and expending program monies in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-43.1. Provisions of the FSMC contract/addendum were reviewed and audited. The FSMC contract does not include an operating results provision which guarantees that the food service program will either break even or return a profit.

## **Administrative Findings – Financial, Compliance and Performance**

### **School Food Service (continued)**

Expenditures were separately recorded as food, labor and other costs. Vendor invoices were reviewed and costs verified. Inventory records on food supply items were currently maintained and properly applied in determining the cost of food and supplies used.

The cash disbursements records reflected expenditures for program related goods and services. The appropriate revenue and expenditure records were maintained in order to substantiate the non-profit status of the school food service. The Weehawken Board of Education deposited and expended program moneys in accordance with N.J.S.A. 18A:17-34, and 19-1 through 19-4.1.

Net cash resources did exceed three months average expenditures. The District is currently charging the minimum rate for paid lunch. The administrator has indicated the Child Nutrition Program is meeting all federal and state guidelines.

Time sheets were reviewed and labor costs verified. Payroll records were maintained for all School Food Services employees by the food service company. The Board of Education reimburses the food service company for its services. No exceptions were noted.

The number of meals claimed for reimbursement was compared to sales and meal count records. As part of the claims review process, the Edit Check Worksheet was completed. Reimbursement claims were submitted/certified in a timely matter. There were discrepancies in the meal counts for the After School Snack Program as noted below.

Applications for free and reduced-price meals were reviewed for completeness and accuracy. The number of free and reduced-price meals claimed as served was compared to the number of valid applications and/or to the list of directly certified students on file, times the number of operating days, on a school-by-school basis. The free and reduced price meal and free milk policy was reviewed for uniform administration throughout the school system. Sites approved to participate in Provision I and II were examined for compliance with all counting and claiming requirements. The required verification procedures for free and reduced price applications were completed and available for review.

USDA Food Distribution Program commodities were received and a single inventory was maintained on a first-in, first-out basis. No exceptions were noted.

Exhibits reflecting Child Nutrition Program operations are included in the section entitled Enterprise Funds, Section G of the CAFR.

#### **Finding 2015-002:**

The food service company was listing all meals for “After School Snacks” as free in accordance with the “At Risk Rate.” The district was not eligible for the “At Risk Rate” and therefore incorrect meal counts were entered as free. As a result, a \$6,656.01 over claim resulted, as detailed on the Schedule of Meal Count Activity.

**Recommendation:** Prior to submitting reimbursement claims to the NJ Department of Agriculture, the eligible rates should be verified to ensure that the correct reimbursement is requested.

## **Administrative Findings – Financial, Compliance and Performance**

### **Student Body Activities**

During our review of the student activity funds, the following items were noted:

#### **Finding 2015-003:**

Expenditures and reimbursements of those expenditures existed that were not related to student activities.

**Recommendation:** All receipts and expenditures should be related to student activities.

### **Application for State School Aid Summary**

Our audit procedures included a test of information reported in the October 15, 2014 Application for State School Aid (A.S.S.A.) for on roll, private schools for the handicapped, low-income, and bilingual. We also performed a review of the district procedures related to its completion. The information on the A.S.S.A. was compared to the district work papers without exception. The information that was included on the work papers was verified without exception. The results of our procedures are presented in the Schedule of Audited Enrollments.

The District maintained work papers on the prescribed state forms or their equivalent.

The District has adequate written procedures for the recording of student enrollment data.

### **Facilities and Capital Assets**

Our procedures included a review of the transfer of local funds from the general fund or from the capital reserve account, and awarding of contracts for eligible facilities construction.

### **Follow-up on Prior Year Findings**

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. Corrective action had been taken on all prior year findings.

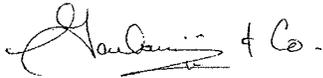
We have also reviewed any findings contained in the audit reports issued by the Office of Fiscal Accountability and Compliance (OFAC). Corrective action has been taken on all findings in the report dated 11/10/2014.

**Acknowledgment**

We received the complete cooperation of all officials of the school district and I greatly appreciate the courtesies extended to the members of the audit team.



Paul W. Garbarini, CPA  
Registered Municipal Accountant  
No. 534  
Public School Accountant  
No. 2415



Garbarini & Co. P.C. CPAs  
Carlstadt, New Jersey  
December 16, 2015

SCHEDULE OF MEAL COUNTY ACTIVITY

WEEHAWKEN BOARD OF EDUCATION  
 FOOD SERVICE FUND  
 NUMBER OF MEALS SERVED AND (OVER) / UNDER CLAIM - FEDERAL  
 ENTERPRISE FUND  
 FOR THE FISCAL YEAR ENDED JUNE 30, 2015

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE</u>	<u>(OVER) UNDER CLAIM</u>
National School Lunch (Regular Rate)	Paid	47,285	47,285	47,285	-	0.28	\$ -
National School Lunch (Regular Rate)	Reduced	7,966	7,966	7,966	-	2.58	-
National School Lunch (Regular Rate)	Free	57,838	57,838	57,838	-	2.98	-
	<b>TOTAL</b>	<b>113,089</b>	<b>113,089</b>	<b>113,089</b>	<b>-</b>		<b>-</b>
National School Lunch	HHFKA-PB Lunch Only	113,089	113,089	113,089	-	0.06	-
School Breakfast (Severe Needs Rate)	Paid	1,878	1,878	1,878	-	0.28	-
School Breakfast (Severe Needs Rate)	Reduced	1,730	1,730	1,730	-	1.63	-
School Breakfast (Severe Needs Rate)	Free	17,084	17,084	17,084	-	1.93	-
	<b>TOTAL</b>	<b>20,692</b>	<b>20,692</b>	<b>20,692</b>	<b>-</b>		<b>-</b>
AFTER SCHOOL SNACKS (Regular Rate)	Paid	1,749	1,749	10,194	8,445	0.07	591.15
	Reduced	198	198	984	786	0.41	322.26
	Free	14,978	14,978	5,747	(9,231)	0.82	(7,569.42)
	<b>TOTAL</b>	<b>16,925</b>	<b>16,925</b>	<b>16,925</b>	<b>-</b>		<b>(6,656.01)</b>
	<b>Net (Over) Underclaim</b>						<b><u>\$ (6,656.01)</u></b>

SCHEDULE OF MEAL COUNTY ACTIVITY

WEEHAWKEN BOARD OF EDUCATION  
FOOD SERVICE FUND  
NUMBER OF MEALS SERVED AND (OVER) / UNDER CLAIM - STATE  
ENTERPRISE FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

<u>PROGRAM</u>	<u>MEAL CATEGORY</u>	<u>MEALS CLAIMED</u>	<u>MEALS TESTED</u>	<u>MEALS VERIFIED</u>	<u>DIFFERENCE</u>	<u>RATE</u>	<u>(OVER) UNDER CLAIM</u>
State Reimbursement - National School Lunch (Regular Rate)	Paid	47,285	47,285	47,285	-	0.040	\$ -
State Reimbursement - National School Lunch (Regular Rate)	Reduced	7,966	7,966	7,966	-	0.055	-
State Reimbursement - National School Lunch (Regular Rate)	Free	57,838	57,838	57,838	-	0.055	-
		<u>113,089</u>	<u>113,089</u>	<u>113,089</u>	<u>-</u>		<u>-</u>
	TOTAL						
Net (Over) Underclaim							<u>\$ -</u>

WEEHAWKEN BOARD OF EDUCATION  
NET CASH RESOURCE SCHEDULE  
PROPRIETARY FUNDS - FOOD SERVICE  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015

<u>Net Cash Resources:</u>		<b>Food Service B - 4/5</b>	
<b>CAFR</b>	*	<b>Current Assets</b>	
B-4		Cash & Cash Equiv.	\$ 141,054
B-4		Due from Other Gov'ts	
B-4		Accounts Receivable	18,127
B-4		Investments	
<b>CAFR</b>		<b>Current Liabilities</b>	
B-4		Less Accounts Payable	(29,097)
B-4		Less Accruals	
B-4		Less Due to Other Funds	
B-4		Less Deferred Revenue	
		<b>Net Cash Resources</b>	<b>\$ 130,084 (A)</b>

Net Adj. Total Operating Expense:

B-5		Tot. Operating Exp.	417,006	
B-5		Less Depreciation	(5,873)	
		Adj. Tot. Oper. Exp.	<b>\$ 411,133 (B)</b>	

Average Monthly Operating Expense:

	B / 10		<b>\$ 41,113 (C)</b>	
--	--------	--	----------------------	--

Three times monthly Average:

	3 X C		<b>\$ 123,340 (D)</b>	
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TOTAL IN BOX A	\$	130,084	
LESS TOTAL IN BOX D	\$	123,340	
NET	\$	<b>6,744</b>	
From above:			
<b>A is greater than D, cash exceeds 3 X average monthly operating expenses.</b>			
<b>D is greater than A, cash does not exceed 3 X average monthly operating expenses.</b>			

\* Inventories are not to be included in total current assets.

SOURCE - USDA resource management comprehensive review form

**SCHEDULE OF AUDITED ENROLLMENTS**

**WEEHAWKEN BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2014**

	2015-2016 Application for State School Aid						Sample for Verification						Private School for Disabled			
	Reported on A.S.S.A. On Roll		Reported on Workpapers On Roll		Errors		Sample Selected from Workpapers		Verified per Workpapers On Roll		Errors per Registers On Roll		Reported on A.S.S.A. as Private Schools	Sample for Verifi-cation	Sample Verified	Sample Errors
	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared	Full	Shared				
Full Day Preschool	105		105		0		105		105		0					
Full Day Kindergarten	114		114		0		114		114		0					
One	108		108		0		108		108		0					
Two	91		91		0		91		91		0					
Three	85		85		0		85		85		0					
Four	92		92		0		92		92		0					
Five	88		88		0		88		88		0					
Six	86		86		0		86		86		0					
Seven	87		87		0		87		87		0					
Eight	88		88		0		88		88		0					
Nine	76		76		0		76		76		0					
Ten	74		74		0		74		74		0					
Eleven	61		61		0		61		61		0					
Twelve	67		67		0		67		67		0					
<b>Subtotal</b>	<u>1,222</u>	<u>0</u>	<u>1,222</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,222</u>	<u>0</u>	<u>1,222</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Sp Ed - Elementary	28		28		0		28		28				11	11	11	0
Sp Ed - Middle School	31		31		0		31		31				4	4	4	0
Sp Ed - High School	45		45		0	0	45		46		0	0	8	8	8	0
<b>Subtotal</b>	<u>104</u>	<u>0</u>	<u>104</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>104</u>	<u>0</u>	<u>105</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23</u>	<u>23</u>	<u>23</u>	<u>0</u>
<b>Total</b>	<u>1,326</u>	<u>0</u>	<u>1,326</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,326</u>	<u>0</u>	<u>1,327</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>23</u>	<u>23</u>	<u>23</u>	<u>0</u>
Percentage Error					<u>0.00%</u>	<u>0.00%</u>					<u>0.00%</u>	<u>0.00%</u>				<u>0.00%</u>

SCHEDULE OF AUDITED ENROLLMENTS

WEEHAWKEN BOARD OF EDUCATION  
 APPLICATION FOR STATE SCHOOL AID SUMMARY  
 ENROLLMENT AS OF OCTOBER 15, 2014

	Resident Low Income			Sample for Verification			Resident LEP Low Income			Sample for Verification		
	Reported on A.S.S.A. as Low Income	Reported on Workpapers as Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors	Reported on A.S.S.A. as LEP Low Income	Reported on Workpapers as LEP Low Income	Errors	Sample Selected from Workpapers	Verified to Test Score and Register	Sample Errors
Full Day Preschool	0	0	0	0	0	0	0	0	0	0	0	0
Full Day Kindergarten	45	45	0	45	45	0	11	11	0	11	11	0
One	39	39	0	39	39	0	6	6	0	6	6	0
Two	35	35	0	35	35	0	5	5	0	5	5	0
Three	30	30	0	30	30	0	5	5	0	5	5	0
Four	27	27	0	27	27	0	3	3	0	3	3	0
Five	38	38	0	38	38	0	3	3	0	3	3	0
Six	43	43	0	43	43	0	4	4	0	4	4	0
Seven	44	44	0	44	44	0	9	9	0	9	9	0
Eight	41	41	0	41	41	0	1	1	0	1	1	0
Nine	48	48	0	48	48	0	11	11	0	11	11	0
Ten	27	27	0	27	27	0	3	3	0	3	3	0
Eleven	37	37	0	37	37	0	1	1	0	1	1	0
Twelve	35	35	0	35	35	0	1	1	0	1	1	0
<b>Subtotal</b>	<b>489</b>	<b>489</b>	<b>0</b>	<b>489</b>	<b>489</b>	<b>0</b>	<b>63</b>	<b>63</b>	<b>0</b>	<b>63</b>	<b>63</b>	<b>0</b>
Sp Ed - Elementary	35	35	0	35	35	0	1	1	0	1	1	0
Sp Ed - Middle School	21	21	0	21	21	0	3	3	0	3	3	0
Sp Ed - High School	33.0	33.0	0	33.0	33.0	0	1	1	0	1	1	0
<b>Subtotal</b>	<b>89.0</b>	<b>89.0</b>	<b>0</b>	<b>89.0</b>	<b>89.0</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>5</b>	<b>0</b>
Low Inc. out of District												
<b>Total</b>	<b>578.0</b>	<b>578.0</b>	<b>0</b>	<b>578.0</b>	<b>578.0</b>	<b>0</b>	<b>68</b>	<b>68</b>	<b>0</b>	<b>68</b>	<b>68</b>	<b>0</b>
Percentage Error			0.00%			0.00%			0.00%			0.00%

	Transportation						Reg. Avg.(Mileage) = Regular Including Grade PK students (Part A) Reg. Avg.(Mileage) = Regular Excluding Grade PK students If Applicable Spec. Avg. = Special Ed. With Special Needs	Reported	Re-Calculated
	Reported on DRTRS by DOE	Reported on DRTRS by District	Errors	Tested	Verified	Errors			
Reg. - Public Schools, col. 1	28	28	0	28	28	0	1.7	1.7	
Reg-SpEd, col. 4	23	23		23	23	0			
Transported - Non public, col. 2	0	0	0	0	0	0	9.3	9.3	
Special Ed Spec, col. 6	48	48	0	48	48	0			
Totals	99	99	0	99	99	0			
Percentage Error			0.00%			0.00%			

**SCHEDULE OF AUDITED ENROLLMENTS**

**WEEHAWKEN BOARD OF EDUCATION  
APPLICATION FOR STATE SCHOOL AID SUMMARY  
ENROLLMENT AS OF OCTOBER 15, 2014**

	<b>Resident LEP NOT Low Income</b>			<b>Sample for Verification</b>		
	Reported on A.S.S.A. as NOT Low Income	Reported on Workpapers as NOT Low Income	Errors	Sample Selected from Workpapers	Verified to Application and Register	Sample Errors
Full Day Preschool	0	0	0	0	0	0
Full Day Kindergarten	3	3	0	3	3	0
One	3	3	0	3	3	0
Two	3	3	0	3	3	0
Three	1	1	0	1	1	0
Four	1	1	0	1	1	0
Five	1	1	0	1	1	0
Six	0	0	0	0	0	0
Seven	0	0	0	0	0	0
Eight	0	0	0	0	0	0
Nine	0	0	0	0	0	0
Ten	1	1	0	1	1	0
Eleven	1	1	0	1	1	0
Twelve	0	0	0	0	0	0
<b>Subtotal</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>0</b>
Sp Ed - Elementary	0	0	0	0	0	0
Sp Ed - Middle School	0	0	0	0	0	0
Sp Ed - High School	0	0	0	0	0	0
<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Low Inc. out of District						
<b>Total</b>	<b>14</b>	<b>14</b>	<b>0</b>	<b>14</b>	<b>14</b>	<b>0</b>
Percentage Error			<u>0.00%</u>			<u>0.00%</u>

Excess Surplus Calculation

**Excess Surplus Calculation  
REGULAR DISTRICT**

**SECTION 1**

**A. 2% Calculation of Excess Surplus**

2014 - 15 Total General Fund Expenditures per the CAFR, Ex. C-1	\$ 23,109,201 (B)
<b>Increased By:</b>	
Transfer from Capital Outlay to Capital Projects Fund	(B1a)
Transfer from Capital Reserve to Capital Projects Fund	\$ - (B1b)
Transfer from General Fund to SRF for Pre-K-Regular	(B1c)
Transfer from General Fund to SRF fro PreK-Inclusion	\$ - (B1d)
<b>Decreased By:</b>	
On-Behalf TPAF Pension & Social Security	(1,899,427) (B2a)
Assets Acquired Under Capital Leases	\$ - (B2b)
Adjusted 2014 - 15 General Fund Expenditures [(B) + (B1's) - (B2's)]	<u>\$ 21,209,774 (B3)</u>
2% of Adjusted 2014 - 15 General Fund Expenditures [(B3) times .02]	\$ 424,195 (B4)
Enter greater of (B4) or \$250,000	\$ 424,195 (B5)
Increased by: Allowable Adjustment )Extraordinary Aid	<u>\$ 74,167 (K)</u>
Maximum Unassigned Fund Balance [(B5) +(K)]	<u>\$ 498,362 (M)</u>

**SECTION 2**

Total General Fund - Fund Balances @ 6-30-15 (Per CAFR Budgetary Comparison Schedule C-1)	<u>\$ 2,323,813 (C)</u>
<b>Decreased By:</b>	
Year End Encumbrances	\$ (210,104) (C1)
Legally Restricted - Designated for Subsequent Year's Expenditures	(C2)
Excess Surplus - Designated for Subsequent Year's Expenditures	\$ (847,342) (C3)
Other Restricted/ Reserved Fund Balances	(C4)
Assigned -- Designated for Subsequent Year's Expenditures	(C5)
Total Unassigned Fund Balance [(C)-(C1)-(C2)-(C3)-(C4)-(C5)]	<u>\$ 1,266,367 (U1)</u>

**SECTION 3**

Restricted Fund Balance - Excess Surplus [(U) - (M)] IF NEGATIVE ENTER -0-	<u>\$ 768,005 (E)</u>
<b>Recapitulation of Excess Surplus as of June 30, 2015</b>	
Reserved Excess Surplus - Designated for Subsequent Year's Expenditures	\$ 847,342 (C3)
Reserved Excess Surplus [(E)]	<u>\$ 768,005 (E)</u>
Total Excess Surplus [(C3) + (E)]	<u>\$ 1,615,347 (D)</u>